

## Vice President of Development Acquisition

### Summary

The Vice President of Development Acquisition plays a significant role in the predevelopment stages of new project strategy and positioning, including early financial analysis, market positioning, revenue and cost projection, and the initial design and construction approach. An ability to work with numbers and quickly analyze data is essential to this role. This individual must be skilled at developing relationships, communicating effectively, and implementing strategies for expansion through public-private partnerships. There is occasional travel to visit projects and potential opportunities. Most travel will be conducted during the day with occasional overnight stays.

### Job Responsibilities (responsibilities may include but are not limited to the following)

#### Role Functions

- Lead the development team's process for new deal identification and feasibility analysis, collaborating across multiple departments to establish and maintain deal evaluation tools, metrics, and processes
- Produce feasibility and risk analysis narratives for development opportunities, including market conditions, zoning, consumer and public incentive economics, site analysis, and demographic analysis
- Prepare the initial business plan, including identifying the market, customer profiles, opportunities for public-private partnership, and SWOT analysis, for both land acquisitions and vertical mixed-use project proposals
- Collaborate with the finance department to perform predevelopment underwriting for land acquisitions
- Assist the finance department in conducting project diligence and predevelopment underwriting for proposed vertical mixed-use projects
- Collaborate with local officials to identify, propose, negotiate, and implement economic revitalization strategies to support development acquisition and vertical project strategies
- Establish private-public partnership for positive long-term economic project success, including through the use of incentives for business retention, new construction incentives, and tax increment financing strategies
- Develop and maintain professional working relationships with local agencies, private consultants, citizen groups, and community service organizations
- Attend and participate in relevant public-body meetings as needed (i.e., city council, county commissioners, port authorities, new community authorities, planning and zoning commissions, architectural review boards, etc.)
- Lead negotiations for public incentives with public bodies for both land acquisitions and vertical projects
- Collaborate on the expanded business plan with internal departments in their relevant areas of expertise
  - Legal – site diligence, incentive terms, environmental remediation, and reciprocal agreements
  - Marketing – brand, image, and positioning
  - Asset Management – potential program, operating assumptions, revenue and expense estimates, parking needs
  - Finance – debt and equity assumptions, public finance modeling (collaboration with consultants)
  - Property Management – amenity needs (including parking) and unit mix
  - Commercial Leasing – tenant mix, economics, and parking assumptions
  - Hotels/Hospitality – flag/brand evaluation, experiential design, and operational practicalities
  - Development – master planning and program layouts (as needed)
- Stay up-to-date with industry best practices
- Remain familiar with the existing inventory of available buildings, businesses, and land areas
- With relevant departments, jointly present recommendations to executive leadership, ensuring that recommendations align with the company's overall business objectives
- Set initial milestones and spend schedule for approval
- Ensure a smooth turnover of projects to the design and development team

#### General

- Support the company's business strategy on acquisition of real estate assets for development into mixed-use, commercial, multifamily, for sale condominium, and hotel properties
- Propose alternative approaches to problems when work product does not reflect desired outcomes
- Recommend process improvements, including creating standard and ad-hoc reports, toolsets, and dashboards
- Ensure that work product meets deadlines
- Prepare in advance of meetings and ensure attendees understand expectations and outcomes

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- Build relationships with partners and others in the industry by getting involved with industry organizations
- Perform other duties as assigned

**Performance Objectives (objectives include but are not limited to the following)**

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Leadership and accountability
- Collaboration and a sense of team
- Strong communication and frequent outreach to city officials, business groups, and real estate professionals
- Ability to explain the relevance of key data and variables in work product
- Strategic approach to problem-solving and troubleshooting
- Adeptness in navigating complex challenges

**Preferred Knowledge, Skills, Education, and Experience**

- 7-10 years of real estate experience
- Knowledge of all facets of acquisition, administration, and disposition of leased and owned real estate property
- Experience with deal structuring and deal negotiation
- Expertise in financial analytics modeling and budgeting
- Expertise in design and construction methods
- Base-level proficiency with public financing incentives, including tax increment financing (TIF), abatements, and public-private partnerships
- Ability to thrive in a fast-paced environment and maintain a sense of urgency with an appropriate level of patience
- Strong analytical, organizational, problem-solving, and multitasking skills
- Proficiency with Microsoft Office products, project and workflow management software (i.e., Monday.com, Procore), project procurement and budgeting software (i.e., Northspyre), Placer.ai, CoStar, and other common industry tools
- Excellent verbal and written communication skills, and an ability to build rapport
- Ability to give clear direction and respond to inquiries

**Work Environment**

The Vice President of Development Acquisition is an in-person engagement assigned to the corporate office and onsite, interfacing with external and internal customers on a regular basis. The core hours for this position are 8:00 am to 5:00 pm, Monday through Friday. Crawford Hoying promotes a collaborative work environment, and the person in this position must be available to assist others as needed.

**Physical Requirements**

This employee's physical condition and performance must be sufficient for the consistent and successful completion of the responsibilities and professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Vice President of Development Acquisition is often required to drive during the course of the day.

**If you are interested in applying for this position,  
please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com).**

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